

# **Foothill Transit Executive Board**

## **MINUTES**

The regular meeting of the Foothill Transit Executive Board was held Wednesday, August 2, 2006, at the Foothill Transit Board Room, 1<sup>st</sup> Floor, 100 North Barranca Avenue, West Covina.

President Briesemeister called the meeting to order at 8:02 a.m. The following members were present, constituting a quorum of the Executive Board:

Wil Briesemeister, President  
Paula Lantz, Vice President  
John Fasana  
Lola Storing  
Doug Tessitor

Staff and Guests present:

Doran Barnes, Executive Director  
Darold Pieper, General Counsel  
Kevin McDonald, Deputy Executive Director  
Peter Papadakis, Board of Supervisors

### **Pledge of Allegiance**

President Briesemeister led those present in the Pledge of Allegiance.

### **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF JUNE 23, 2006**

The regular meeting minutes of June 23, 2006, were approved as submitted.

Motion: Member Storing, seconded by Member Fasana  
Vote: Unanimously carried

### **PUBLIC COMMENT**

Mary Griffith addressed the Board and praised Foothill Transit's excellent customer service. The Executive Board thanked Ms. Griffith for her commendation.

Member Briesemeister recognized Jeff Parriot, Councilmember, City of Industry.

## **PRESENTATIONS:**

### **Contractors' Employee of the Month Awards**

Phil DeLisle introduced and recognized the following awardees:

David Pariente, Pomona First Transit Operator of the Month  
Kelly Urbina, Pomona First Transit Employee of the Month

John Farrell introduced and recognized the following awardees:

Christian Thomas, Irwindale/Arcadia First Transit Operator of the Month  
Ruth Trejo, Irwindale/Arcadia First Transit Employee of the Month

### **Perfect Check Awards**

George Karbowski, Director of Operations and Maintenance, introduced and recognized the following operators with perfect-checks for July 2006:

Christian Thomas, Dara Yitt, Dennis Amaranto, Minh Tun and Ruben Macias.

Mr. Karbowski commended all Foothill Transit Operators for their performance and noted there were a total of 67 perfect check recipients.

## **CONSENT CALENDAR:**

The Executive Board adopted the Consent Calendar Agenda Items #7, 8, 10 & 11.  
(Agenda Item # 9 was pulled for further discussion).

Motion: Member Fasana, seconded by Member Lantz  
Vote: Unanimously carried

## **NON-REVENUE VEHICLE PROCUREMENT**

Member Lantz expressed her concerns on fuel usage. Doran Barnes, Executive Director, reported that these vehicles will be equipped with SMARTBus Equipment that will allow real-time dispatching and more timely response to on-street service issues. Mr. Karbowski assured the Executive Board that cost & fuel efficiency issues have been carefully taken into consideration and the technology promises to improve overall service quality and enhance the organization's effectiveness and efficiency.

The Executive Board adopted the Consent Calendar Agenda Item # 9.

Motion: Member Lantz, seconded by Member Briesemeister  
Vote: Unanimously carried

**REGULAR AGENDA:**

**TRANSIT STORES SALES & SERVICES FISCAL YEAR 2006 REPORT**

Linda Somilleda, Director of Marketing & Communications, reported on the percentages of all calls received during the fourth quarter of FY 2006. Ms. Somilleda reported that Transit Store staff answered 99.77 percent of all calls and that the average hold-time has decreased to 38 seconds this quarter compared to 48 seconds during the same period last year. Sales (with on-line and in-the-mail Pass sales included) have reached an all-time high of \$1,358,344 during the fourth quarter, compared to \$1,177,353 last year. The walk-in-traffic recorded for all stores this quarter was 67,273 compared to 76,393 last year; this is a decrease of approximately 12 percent as compared to the same period last year. In May 2006, there was a tremendous increase in walk-in-traffic particularly at the El Monte Store due to the new bus bays at the station; the ongoing protest in downtown Los Angeles; and the 'Bike to Work' promotion.

It is recommended that the Executive Board receive and file the Transit Store Fiscal Year 2006 Year-End Report.

The Executive Board accepted the above recommendation.

Motion: Member Fasana, seconded by Member Storing  
Vote: Unanimously carried

**PERFORMANCE INDICATORS REPORT-FISCAL YEAR 2006**

Dietter Aragon, Transit Planner, reported Foothill Transit achieved eight of its nine goals performance goals for FY 2006. The preventable accidents per 100,000 miles tallied 0.94, which were above the target of 0.85. This represents 13 accidents for the month. In total, FY 2006 recorded 164 accidents which is slightly higher than FY 2005. There was an average of 6.46 complaints per month (83 complaints). For FY 2006, 934 complaints were recorded, which was a reduction of 53 from FY 2005.

Foothill Transit achieved an average of 90 percent on-time performance on all bus lines. For the next fiscal year, the agency will use the SMARTBus system to record boardings, calculate on-time performance, and monitor the performance of over 15,000 daily trips to maintain consistency for FY 2007.

All calls had an average hold time of 42 seconds which is 18 seconds lower than the performance target of 1 minute. A new phone system, which is currently being procured, will provide improved assistance to customer service representatives to further reduce hold time.

Foothill Transit averaged 14,893 miles between mechanical roadcalls, which is slightly below the target of 15,000 miles for this fiscal year. With newer technology on buses and contractors continuing to raise the bar in both external appearance and internal

mechanics, it is difficult to maintain mechanical roadcalls in the time period allotted.

Foothill Transit averaged 0.8 boardings per vehicle service hour, which is above the fiscal year performance target of 19.3 and represents a 1.0 percent increase from June 2005. Foothill transit finished above the target at an average of 20.2 boardings per vehicle service hour; this represents a 1.5% increase over FY 2005.

Farebox recovery ratio was 28.28 percent, which is above the FY 2006 performance target. This percentage is significant as it occurred while operating costs increased by almost seven percent.

It is recommended that the Executive Board receive and file the Fiscal Year 2006 Performance Indicators Report.

The Executive Board approved the above recommendation.

Motion: Member Tessitor, seconded by Member Storing  
Vote: Unanimously carried

### **CONTRACT AWARD – CONSULTING SERVICES**

LaShawn Gillespie, Procurement Manager, reported that subsequent to the discontinued joint venture of partnering for the construction of a parking structure, and as part of the process to have three proposals from interested and qualified architectural and engineering (A&E) design firms, staff made a recommendation to award a contract to Watry Design while under the direction of the Executive Board with the concurrence of Special Legal Counsel Ed Gill.

It is recommended that the Executive Board authorize the Executive Director to award a contract to Watry Design Inc. and issue a Notice to Proceed (NTP) for the Phase 1 work in an amount not to exceed \$75,000 and after the completion of contract negotiations for **Phase 1** (consulting services and assistance in development of preliminary project studies and reports), and **Phase 2** (project design development process, bidding and construction administration for park and ride structures).

The Executive Board approved the above recommendation.

Motion: Member Lantz, seconded by Member Tesittor  
Vote: Unanimously carried

### **MOU WITH METRO – TRAFFIC SIGNAL PRIORITY PROJECT**

Mr. Aragon reported traffic congestion and traffic signals cause significant delay and increase operating costs for on-street transit service. Based on the services provided by Foothill Transit, and with consideration of the required components, Line 187 corridor from Glendora to Montclair would benefit most from TSP implementation. This segment

of the route covers a long distance while transporting a large number of passengers. Some of the signal controller infrastructure has been modernized making it a simpler implementation. Additionally, the Los Angeles Metro recently completed a new form of TSP which is less costly than traditional TSP formats, easier to implement, and is willing to fund a pilot project in the Foothill Transit service area. Full implementation of Foothill Transit's TSP System is projected to cost \$1.5 million, although The Metro MOU will fund the entire amount.

It is recommended that the Executive Board authorize the Executive Director to:

1. Negotiate final terms and enter into a Memorandum of Understanding for funding of Foothill Transit's Traffic Signal Priority (TSP) Project; and
2. Issue RFP No. 07-009 for procurement of a qualified Traffic Signal Priority Consultant.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Tesittor  
Vote: Unanimously carried

### **SMART BUS SYSTEM UPDATE**

Mr. Karbowski summarized the progress and transactions relating to the implementation of equipment for the SMARTBus System (copy on file). Staff is working diligently toward meeting the planned implementation schedule to prevent any interruptions that could delay the project or negatively impact the projected budget. Additionally, the adopted budgets for FY 2006-2007 include funding for the SMARTBus program, equipment, installation, testing, training system implementation, product support and warranty. Implementation of the SMARTBus System will result in overall significant safety, operational, and efficiency improvements for Foothill Transit.

It is recommended that the Executive Board receive and file the Foothill Transit SmartBus System update.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Storing  
Vote: Unanimously carried

### **FISCAL YEAR 2006 MANAGEMENT CONTRACTOR INCENTIVE PAYMENT**

Darold Pieper, General Counsel, outlined the provisions as listed in Section 4.1 of the Management Services Agreement between Foothill Transit and ATC by explaining that an extraordinary performance bonus of up to \$100,000 annually can be awarded to Veolia Transportation at the sole discretion of the Executive Board, (funding is available in the fiscal year 2007 operating budget) and is not added to the base compensation of

management services that Veolia Transportation provides.

Mr. Pieper reported on correspondence received from Rick Kreiter, Chief Operation Officer, Veolia Transportation. Mr. Kreiter outlines the work performed by Veolia which might warrant consideration of a \$100,000 bonus or incentive payment. Specifically, Foothill Transit's achievement of eight of nine key performance indicators for FY 2006; work performed related to the development of Foothill Transit's administrative offices; the Silver Streak project; and successful efforts to secure federal discretionary funding. Although the bonus potential has always been \$100,000, Veolia Transportation was granted \$50,000 for FY2005 due to opportunities for further improvement and achievement of the targets associated with Foothill Transit's key indicators.

In response to Member Lantz, Mr. Pieper explained that Veolia Transportation typically uses the funds to compensate employees for their contribution to Foothill Transit's attainment of effective and efficient goals. The Executive Board requested Mr. Pieper to correspond with Veolia Transportation requesting a six-month update on the distribution of funds related to the incentive payment which is designed to compensate performance of employee services provided to Foothill Transit.

It is recommended that the Executive Board consider authorizing an incentive payment in the amount of \$100,000 to Veolia Transportation for their efforts on behalf of Foothill Transit during fiscal year 2006.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Tessitor  
Vote: Unanimously carried

**AMENDMENT OF CONTRACT (NO. 06-025) – ADMINISTRATIVE HEADQUARTERS  
DEMOLITION AND ASBESTOS REMOVAL**

Ms. Gillespie reported on the negotiations and award of a contract to TEG/LVI Environmental Services to perform demolition work and asbestos removal services on the second and sixth floors of Foothill Transit's new administrative offices located at 100 South Vincent Avenue in West Covina.

In May 16, 2006, the Executive Board authorized a contract in the value of \$96,935.00 in order to save two to four weeks in the overall construction schedule; In June 2006, the Executive Director authorized a Change Order contract (\$56,570.00) expanding the scope and services to include demolition and abatement of the recently vacated third floor. The total value of the contract is currently \$153,505.00. Pending approval of a Notice to Proceed (NTP), appropriate permit applications are expected to be filed; a contractor is expected to begin work immediately; and the contractor will complete the project within twenty-five working days after construction begins; and contractor will work in conjunction with the work completed by the general contractor. The revised total value of the contract will be \$252,847.00.

It is recommended that the Executive Board authorize the Executive Director to amend the existing contract with TEG/LVI Environmental Services for the demolition and asbestos removal services for a portion of the fourth and entire fifth floor of Foothill Transit's new administrative offices at 100 South Vincent Avenue in West Covina for an amount of \$99,342.00.

The Executive Board authorized the above recommendation.

Motion: Member Fasana, seconded by Member Storing  
Vote: Unanimously carried

### **CONTRACT AWARD – ADMINISTRATIVE BUILDING CONSTRUCTION**

Ms. Gillespie reviewed authorizations, bid requirements and expected progress related to the contract award for construction and renovations to administrative offices. In June 2006, upon authorization to reject the bid received in response to **IFB No. 06-027**, a new **IFB No. 06-027 R** was issued. Stēton Construction Group (Stēton) submitted the lowest responsive and responsible bid in the amount of \$8,196,107.00. Although a lower bid of \$6,873,601.00 was submitted by Turelk Incorporated, after review was found to be non-responsive to the conditions and requirements established by **IFB No. 06-027 R**.

It is recommended that the Executive Board make the following authorizations:

1. Authorize the Executive Director to award a contract to Stēton Construction Group (Stēton) for the renovations and improvements to Foothill Transit's new administrative offices located at 100 S. Vincent Avenue in West Covina in the amount of \$7,836,011.00;
2. Authorize the expenditure of an amount not to exceed \$7,000,000.00 for the contract; and
3. Authorize the Executive Director to undertake Value Engineering and report the results of the Value Engineering at the August Executive Board meeting, including any recommendation for seeking additional budget authority for the project from the Governing Board at its September 12, 2006 meeting.

The Executive Board approved the above recommendation.

Motion: Member Lantz, seconded by Member Tessitor  
Vote: Unanimously carried

### **CLAREMONT VILLAGE EXPANSION GRAND OPENING**

Ms. Somilleda reported Foothill Transit, along with the City of Claremont, will commensurate on August 31, 2006 at 10:00 a.m. for an official ribbon cutting ceremony at the Claremont Park and Ride parking structure location. Musical entertainment and

refreshments will be available and the ceremony will include guest speaker Sandy Bushue, Deputy Administrator, Federal Transit Administration.

It is recommended that the Executive Board receive and file the Claremont Park and Ride Structure Ribbon Cutting report.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Lantz  
Vote: Unanimously carried

### **BOARD MEMBER AND EXECUTIVE DIRECTOR COMMENT**

At a recent League of California Cities conference, Member Lantz expressed her concerns regarding Proposition 90 (imminent domain-land usage) and the possible impacts that Foothill Transit may experience. Member Lantz suggested increased efforts to complete any pending business before the November 2006 elections.

Mr. Barnes reported legislation has been drafted and directed to Assembly Member Bob Huff which would allow Foothill Transit's safety officers to issue citations under a proof of payment system unto the Silver Steak program. Mr. Barnes acknowledged attending an informative Board Member Seminar on behalf of Access Services and reported Councilmember's Lola Storing, Dan Kirby and Carol Herrera were also in attendance. Mr. Barnes suggested placing a minor contract change on a future Board meeting agenda concerning the new Foothill Transit administrative offices. This minor contract change is related to relocating a tenant on the fourth floor; reduction in managing costs; and additional costs for re-mapping floor occupancy.

### **CLOSED SESSION**

Mr. Pieper announced that the Executive Board will now recess into Closed Session conference with Real Property Negotiators; in compliance with the Brown Act and Government Code Section 54956.8 the following properties are:

- a.) Property: 100 S. Vincent Avenue, W. Covina, CA 91791  
Negotiating Parties: Chris Chung, City of West Covina  
  
Foothill Negotiators: Doran Barnes, Bob Arthur, and CB-Richard Ellis  
Under Negotiation: Possible acquisition of real property including terms and price
- b.) Property: 1600 S. Azusa Avenue, Puente Hills Mall,  
City of Industry, CA 91748  
Negotiating Parties: Ken Mason, Puente Hills Mall General Manager  
Foothill Negotiators: Doran Barnes, Bob Arthur



Under Negotiation: Possible acquisition of real property including  
terms and price

The Executive Board recessed to Closed Session at 9:27 a.m.  
The Executive Board reconvened at 9:53 a.m.

Mr. Pieper advised that no reportable actions were taken that are required to be disclosed.

### **ADJOURNMENT**

There being no further business, the Executive Board adjourned at 9:53 a.m.